



Drop Off Contract – 60 DAY CONSIGNMENT CONTRACT

FIRST, CALL THE RESALE SHOP 713-868-6970 and ask to speak to the Consignment Manager.

- All items must be approved **BEFORE** delivery to the Resale Shop
- **PHOTOGRAPHS** of furniture are **REQUIRED** and must be **APPROVED** before delivery. Send photos to hjfredsaleshop1815@gmail.com.
- **CONSIGNMENTS** are accepted **TUESDAY, WEDNESDAY, AND THURSDAY** From **10:30 am – 2:00 pm**
- The consignor is responsible for delivery of items to the Resale Shop with a **COMPLETED CONTRACT**.
- Consignors are limited to **TEN (10) ITEMS** per drop off and **TWO (2)** drop offs per month.
- Sale split: **60% TO CONSIGNOR & 40% TO THE RESALE SHOP**.

TERMS OF CONSIGNMENT

1. Each consignment **DROP OFF** must have a **TOTAL MINIMUM VALUE OF \$100.00**
2. Each consigned **ITEM** must have a **MINIMUM VALUE OF \$20.00**.
3. All consigned items must be **CLEAN, NO PET HAIR, NO TEARS OR FADING, AND ACCEPTABLE** to the Resale Shop in the opinion of the Resale Shop staff.
4. Consignments are priced and placed on the floor at the **DISCRETION OF THE SHOP STAFF**.
5. Items that are not able to be sold at \$20.00 or above will **AUTOMATICALLY** be considered a **DONATION** to the Resale Shop.
6. The 60-day consignment period **starts once the item is placed on the sales floor**.
7. All items are consigned at the **CONSIGNOR'S RISK OF LOSS**. The HJF Resale Shop **ASSUMES NO RESPONSIBILITY** whatsoever for the **LOSS, THEFT, DAMAGE or DESTRUCTION** of an item.

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8. We **DO NOT ACCEPT** the following items for consignment:
 - a) Beds (any components)
 - b) Bed pillows
 - c) Mattresses
 - d) Exercise or sport equipment
 - e) Entertainment centers
 - f) Office furniture
 - g) Medical equipment
 - h) Baby Furniture
 - i) Large appliances
 - j) Roll-top desks
 - k) Clothes (only HJF members can consign clothing)
 - l) Large electronics
9. **MARK DOWN SCHEDULE** for consigned items:
 - a) Discounted 10% after 20 days
 - b) Discounted 20% after 40 days
 - c) Periodic discounts are offered to our customers

10. RECLAIMING ITEMS

- a) **Consignors must call TWO (2) days before the expiration date to reclaim** items.
- b) When the consignor picks up the reclaimed items, they must pay 10% of the original price in **CASH**.
- c) Consigned items originally priced less than \$100.00 may not be reclaimed.
- d) Any unsold consigned item originally priced at \$100.00 or more can be reclaimed by the consignor.

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11. EXPIRATION DATE

- a) The consigned item becomes a **DONATION** to the HJF Resale Shop on the **LAST EXPIRATION DATE** posted on the ticket.
- b) The consignor is responsible for knowing when their merchandise expires.
- c) We **DO NOT CONTACT** consignors about the expiration date.

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12. Donation Receipts will be provided at the **REQUEST** of the **CONSIGNOR**.

13. Consignment checks will be issued monthly.

I have read and agree to the terms listed above:

Consignor Signature

Date Received: _____

Staff Signature: _____

CONSIGNOR INFORMATION (please print)

Name: _____

Account Number: _____

Address: _____

City: _____ State: _____

ZIP: _____

Phone Number: _____

Email Address: _____

Consignor's Name: _____

Date: _____ Reclaim? YES _____ NO _____

	Description	Recommended
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Thank you for consigning with the Houston Junior Forum Resale Shop